

CONFIDENTIAL

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 23 June 1958

FROM : Chief, Clerical Training

SUBJECT: Report No. 24, Week of 17 - 23 June 1958.

1. Numbers in Clerical Induction Training. During the week of 17 June there were 19 people in Clerical Induction Training. Of those, 7 entered for the first time.

2. Numbers in Clerical Orientation Training. During the week of 17 June there were 12 people in Clerical Orientation.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 17 June were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	10	1
Typewriting	20	8

4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	4	0
Typewriting	13	7

5. Clerical Refresher Training Program 79 Completed on 20 June 1958. Clerical Refresher Training Program 79 ended on 20 June 1958 with students enrolled from the following Agency components: DDP, 9; DDI, 11; DDS, 8. The total number of students was 28.



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